

City of Minneapolis
Employment and Training

MINNEAPOLIS YOUTH WORKS

COST REIMBURSEMENT INVOICE

CITY USE ONLY			
VE# _____	PO# _____		
UT ACCT: _____	CODE _____		
INV# _____	DATE _____		
VO# _____	LOC# _____	SPC _____	
AP CLERK _____	DATE PD _____		

<u>PROVIDER NAME:</u>	<u>PROGRAM:</u> Minneapolis Youth Works	<u>INVOICE #:</u>
<u>ADDRESS:</u>	<u>MASTER CONTRACT #:</u>	<u>FAN #:</u>
	<u>FAN PERIOD:</u> FROM: _____ TO: _____	
<u>CONTACT PERSON/PHONE NUMBER:</u>	<u>INVOICE PERIOD:</u> FROM: _____ TO: _____	

DESCRIPTION (cost categories)	FAN BUDGET	COST THIS INVOICE PERIOD	CUMULATIVE TOTAL
1a. In-School Youth Wages/Fringe Benefits (Wages/fringe paid to youth participants while engaged in program activities).	\$	\$	\$
1b. Out-of-School Youth Wages/Fringe Benefits (Wages/fringe paid to youth participants while engaged in program activities).	\$	\$	\$
2a. In-School Youth Direct Services (Costs associated with providing direct service to youth including participant incentives . Excludes youth participant wages/fringe benefits and support services. Wages and fringe benefits for staff who provide direct youth services should be included in this category).	\$	\$	\$
2b. Out-of-School Youth Direct Services (Costs associated with providing direct service to youth including participant incentives . Excludes youth participant wages/fringe benefits and support services. Wages and fringe benefits for staff who provide direct youth services should be included in this category).	\$	\$	\$
3a. In-School Youth Support Services (Items necessary for youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor).	\$	\$	\$
3b. Out-of-School Youth Support Services (Items necessary for youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor).	\$	\$	\$
4a. In-School Other Services (Costs that should be included in this category include stipends provided for participation in program activities, including educational activities, nominal costs associated with youth recruitment such as flyers and items distributed at job/career fairs).	\$	\$	\$
4b. Out-of-School Other Services (Costs that should be included in this category include stipends provided for participation in program activities, including educational activities, nominal costs associated with youth recruitment such as flyers and items distributed at job/career fairs).	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or omission of any material fact may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

PREPARED BY:	DIRECTOR OF AGENCY:
SIGNATURE/DATE:	SIGNATURE/DATE:

CITY USE ONLY				
PROVIDER #:	INVOICE #:	CITY PURCHASE ORDER #:	REQUISITION #:	
TOTAL OF INVOICE:	LINE 1a:	LINE 1b:	LINE 2a:	
LINE 2b:	LINE 3a:	LINE 3b:	LINE 4a:	LINE 4b:
APPROVED BY MINNEAPOLIS EMPLOYMENT AND TRAINING			DATE	